

Month, Year	Destination	Reason for journey/expenditure	Class of travel	Cost of travel/expense	Number of nights in accommodation	Cost of accommodation	Method of payment
<b>December 2016</b>							
Dec-16	Twickenham	Rugby varsity match	Driver	£156			Direct payment (account)
Dec-16	London Heathrow Airport	Airport transfer	Driver	£230			Direct payment (account)
Dec-16	USA Business Development, Fundraising and Alumni trip (Boston, NYC, San Francisco)	Development/alumni event	Business	£3660.56	1	£135.03	Direct payment (account)
Dec-16	London Heathrow Pickup	Airport transfer	Driver	£114			Direct payment (account)
Dec-16	Little Tew (business development engagement)	Development meetings	Driver	£108			Direct payment (account)
Dec-16	London	Rail fare - London meetings	Standard	£25.40			Credit card
Dec-16	London	Rail fare - London meetings	Standard	£26.16			Credit card
Dec-16	London internal	Taxi from evening speaking engagement	Taxi	£51.92			Credit card
Dec-16	London	Rail fare - London meetings	First	£87.82			Credit card

